



JOB ANNOUNCEMENT

General Public

OPEN DATE: January 10, 2022

CLOSE DATE: Until Filled

JOB TITLE: Library Clerk

PAY RATE: \$11.50/hour

DEPARTMENT: Carnegie Library

DIVISION: Community Services

SUMMARY

Under the supervision of the Library Manager, the Library Clerk performs various clerical duties and assists at the circulation desk in the daily library operations.

DUTIES AND RESPONSIBILITIES

- Operates circulation desk.
- Maintains statistics of patron visits and computer use.
- Assists patrons in the check-out and check-in process, accepting payment of fines, placing books on hold, issues new cards to patrons and maintains patron's information.
- Acquires books from other libraries through the Interlibrary Loan program for patrons.
- Catalogue all materials from the adult collections, including but not limited to books, videos, audio tapes/cds and periodicals.
- Cataloging also includes covering books, spine labels, date due slips, identifying books and database processing online and in-house.
- Weeding of titles and processing books for deletion.
- Contacting patrons of overdue materials and materials on hold.
- Assisting library users in the utilization of library resources, answering reference, directional and location questions for the public regarding the library.
- Performs other related duties as required.

MINIMUM JOB REQUIREMENTS

- High School Diploma or Equivalent.
- Six (6) months' experience in a library or office setting which must include customer service experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Must possess basic knowledge of computers with the ability to trouble shoot.
- Ability to communicate effectively both verbally and in writing.
- Ability to pay attention to detail
- Ability to follow detail oral and written instructions and adhere to library and city policies
- Ability to learn and understand library operations, services and materials.
- Ability to provide exemplary customer service.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in a library setting.
- Weekend work is occasionally required.

- Must occasionally lift and/or move up to twenty-five (25) pounds.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

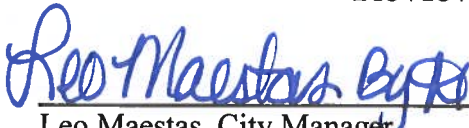
The employment application is available at:

http://lasvegasnm.gov/departments/human_resource_department

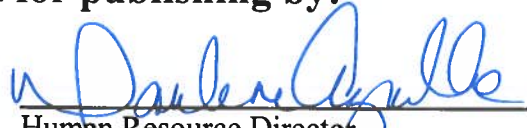
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Leo Maestas, City Manager



Human Resource Director